My formal letter planning sheet

Your address:

_____
_____
_____
_____

Their address:

_____
_____
_____
_____

Date: _____

How will you open your letter?

_____,

Paragraph 1:

_____
_____
_____

Paragraph 2:

_____
_____
_____

Paragraph 3:

_____
_____
_____

How will you end your letter?

_____